

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16 It

ANNOUNCEMENT NO. 48

BUDGET ANALYST

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$20,800.00 - \$58,534.37** per Year.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JUNE 3, 2016 UNTIL 4:30 P.M. ON THURSDAY, JUNE 30, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JUNE 30, 2016.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under supervision, prepares and reviews various financial reports and forms. Assists in the preparation of the divisional/departamental annual budget. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Finance, Accounting, Business/Public Administration or closely related field from a four year accredited college or university is required. Two years of full time paid experience in Finance or Accounting is preferred. (Substitution: Two years of full time experience may be substituted for each year of college education lacking.) Must be knowledgeable in computer skills.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT READ CAREFULLY

BUDGET ANALYST

MUST MEET MINIMUM QUALIFICATIONS OF POSITION

APPLICANT CHECKLIST

Applications MUST be returned in person by the applicant!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, <u>PLEASE REVIEW THE FOLLOWING CHECKLIST</u>. Your application packet must clearly demonstrate that you meet or exceed each of the minimum qualifications stated in the bulletin, or your application will be rejected.	
Completed Application Form (<u>DO NOT STATE “SEE ATTACHED RESUME” unless you need more space</u>). It is your responsibility to provide copies of enclosures and attachments.	REQ
Remember to sign and date the completed application (It does <u>NOT</u> have to be notarized)	REQ
Copy of H.S. Diploma or GED (If you have an Associate’s or a Bachelor’s Degree—No copy of H.S. Diploma or GED is necessary, but you must submit copy of Degree)	REQ
A Bachelor's Degree in Finance, Accounting, Business/Public Administration or closely related field from a four year accredited college or university is required.	REQ
Up-To-Date Resume and Application indicating <u>TWO</u> years of full time paid experience in Finance or Accounting is preferred. (Substitution: Two years of full time experience may be substituted for each year of college education lacking.)	REQ
The three (3) cards in the application MUST be completed (This includes the job classification on the top line of each card, as well as your name and address. <u>DO NOT</u> write anything in the ID number space. We will assign this to you.)	REQ
Must be knowledgeable in computer skills	PREF

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THE ABOVE-MENTIONED ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO AT THE TIME OF FILING. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. THE COMMISSION WILL REQUIRE CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.